

~~SECRET~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Draft cable to Logs Officers in the Field

FROM:

C/IMSS/OL

EXTENSION

NO.

DATE

5 Nov 86

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO/OL

2.

DD/L

3.

D/L

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C/IMSS/OL

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15.

John, per your instructions, we've revised the draft cable into a professional logistics journal aimed at informing logs personnel in the field about the more important activities going on office-wide. Since this is the first such report, it paints a broad picture. If we keep to our plan to publish an update each 6 months, future cables can be considerably shorter, building on the details provided in this one.

For your info, I'm attaching a similar report just received from OC for their people in the HQ area. I understand they also distribute a cable version.

Our cable will be sanitized when finalized.

Request your approval.

Tony

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D R A F T

D/L cable to all logs officers in the field

SUBJECT: Logistics Journal: Update for logs personnel in the field

1. The Office of Logistics has recently concluded one of the busiest years in its history, and we've crossed the threshold into yet another year of equal, or even greater, opportunity and challenge. As we move confidently into this new period, I want to share with you the highlights of the past few months as well as to point out some of our major projects for the immediate future.

2. Probably the most noteworthy accomplishment, office-wide, during FY86 was the fact that we were able to remain responsive to our customers although requirements continued to climb in almost every area. In many instances, such as shipments of materiel, the record levels set last year are continuing and even increasing. This is due in part to our support to operational programs, CRAFT, and the developing PTPE program. The latter, when fully operational, will provide for secure handling and control, from acquisition through disposal, of all plain-text equipment used to process classified information in overseas facilities. Although OS has primary responsibility for the overall PTPE program, OL is very much involved in acquisition of the equipment as well as its storage and shipment. In addition, we must accommodate other current storage, processing, and transportation needs, both priority and routine, plus the planned moves into the New HQ Bldg (NHB) [REDACTED]

3. Those needs bring concomitant demands for additional space and personnel in the shorter term and, in the longer term, automated packaging systems and mechanized storekeeping equipment. As to the space issue, we expect that by 1988, after construction of two new buildings, the present [REDACTED] will have been transformed into a logistics complex at least double its present size. To more accurately depict its expanded role, [REDACTED] was renamed the Logistics Operations Center effective 1 Nov. As for automation, we've already gone on-line with a computer-based barcoding system to track materiel [REDACTED] and will be not only expanding barcoding technology [REDACTED] but exploring its uses office-wide as well.

S E C R E T

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25X1 5. While requirements are rising, our traditional ways of providing
25X1 secure transport are being reduced due to policy changes within the Government
organizations upon whom we've depended in the past; and we're actively trying
to resolve this problem. [REDACTED]

[REDACTED] You'll be kept
informed, of course, of any decisions that change your present methods of
operations.

25X1 [REDACTED]

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9. We're proud that, although Agency occupancy of new facilities in the HQ area brought increased demands for supply, moving, mail, transportation and other services, we were able to provide them all, thanks to the dedication and hard work of our supply, building services, mail and courier, motor pool, and a host of other logistics personnel.

10. Our ability to respond to customer requests was greatly enhanced with our receipt, last year, of a GSA Delegation of Authority that permits us to directly contract for repairs/alterations costing \$25,000 or less. In all, our "home office" architects, engineers, and project officers took part in construction or renovation projects totaling almost [redacted] including a

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12. We've been deeply involved, of course, in a multitude of activities associated with the NHB, including ever-changing space allocations and the various segments of an integrated logistics support plan by which we're attempting to ensure the smooth transition of all logs-related functions during the changeover period. We monitored construction of the NHB from the Vice-Presidential dedication/cornerstone-laying ceremony in Nov 85, to "topping out" (placement of the last major piece of structural steel) in Jan 86, to the present stage. The North Tower is substantially enclosed, corridor walls are in place, room layouts are established, and almost 95,000 sq yds of carpeting are on order. Plans call for occupancy to begin next fall, with all the moves and backfills to be finished by the fall of 1988. We were pleased that the NHB received the "Building of the Year Award" from the Institute of the Ironworking Industry in Apr.

13. The overall New Bldg package included modifications to the Powerhouse and the construction of two Security Control Centers: one at the main entrance, the other at the Parkway entrance. Both projects are proceeding well. Incidentally, the contract for construction of the SCCs and repaving of the HQ Compound, which GSA negotiated on our behalf, is the largest contract ever awarded under the Small Business Administration program, \$5.8 million. In an attempt to increase parking, we began renovating (straightening out the roadway, removing trees and islands, asphaltting) the HQ North Lot in Sep.

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Refurbishing of the South Lot (removing islands, replacing asphalt and street lights, and re-striping) was completed in Aug. Renovations to the two lots will add another 581 parking spaces. We've also completed a 1000-ft acceleration lane at the GWMP entrance for safer merging onto that roadway from the compound, especially during rush hour.

25X1 14. Our printing and photographic capabilities have increased, as well, with enhancements to the digital prepress, which enable us to combine text and graphics in page format on a computer system, and implementation of 100-percent electronic page make-up, by which all pages are assembled on a computer terminal. A new 6-color press has been installed and an ink-standardization program implemented for overnight publications. This new technology and equipment enable us to give our customers higher quality, faster response. Secure printing will remain a high priority during this next year, as we seek more effective ways to trace unauthorized copying of sensitive documents. We hope to obtain approval for a new printing facility, [redacted] that can focus on unclassified material and allow the main printing plant to concentrate on current intelligence. Several personnel-related activities begun last year will continue to receive top attention, such as Co-op programs with Central Missouri and Arizona State Universities, a Management Development Program, and restructuring of both graphics arts and photographic apprenticeship programs.

15. I think you'll be interested to know that the Logistics Integrated Management System (LIMS), initially planned as a customized system to be designed from the ground up, has been redirected and replaced by the Commercial Logistics Applications System (CLAS), which will utilize packaged software for many of the desired logistics applications. We hope to achieve initial operating capability in FY87.

16. This fiscal year finds us focusing on ways to enhance support to our customers. We embarked sometime ago on a dynamic visitation program, with senior OL officials visiting other Agency components to enhance communications and increase our understanding of our customers' requirements. I also want to give better support to our logs officers in the field; and, in this regard, we'll continue our efforts to install PCs at selected field sites to provide accountable-property/inventory-control capabilities for logs personnel outside the HQ area, and to develop a computer-based automated electronic Form 88 to more rapidly transmit requisitions from field stations to area divs and/or supply channels.

17. Our highest emphasis this year will be on OL employees. In my opinion, we've made a commendable start. Over 100 of our careerists, participating in 31 working groups, have reviewed all training courses conducted by OL or attended by OL careerists and have recommended 112 courses for inclusion in an OL Catalog of Courses. Several new courses are already under way. We've instituted a Mid-Career Course for OL wage-grade employees,

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25X1 held two runnings, and scheduled a third. A new computer program, to be implemented this winter, will provide complete, up-to-the-minute profiles of all training scheduled for and taken by OL employees, plus training budgets for each staff and division. During the past year, we brought on board [] new employees, promoted [], and presented [] awards. The latter includes [] "OL Employee of the Quarter" Awards, given quarterly to selected recipients from each division and the staffs as a whole.

18. Because our people are second to none, I want to make our career management the best in the Agency. This will mean continuing attention to such areas as training reviews, career-trainee and intern programs, cross-training of wage-grade employees, rotational assignments, recognition through awards, etc., and career development (training and assignments) of our middle and senior managers.

19. As I see it, there has never been a better time to be assigned to OL. We have unparalleled opportunities to contribute our knowledge and skills as logisticians, because the demand for logistics services is greater than at any time in our history. I thank you for the part you have played in enabling us to respond to these demands so ably in the past, and I ask you for your same dedication as we meet the tasks before us in the months ahead.

25X1 20. We hope to visit many of you in the field during this next year. Plans are already being made for a logs officers conference [] in Feb, similar to the [] conference last winter. And I encourage you to tell us, at any time, how we can serve you better.